1. Amending a Grant

An e-GMS System Administrator, Program Manager, or subgrantee may amend a grant. A grant in the following statuses may be amended:

- Grant Awarded

- Grant Amended

1.a. To begin amending a grant:

1) From the Start Menu, click the linked grant in your task treeview or execute a search for the grant from the Start Menu Quicklink search option-Search all Grants. See Figure 1.

Figure 1

2)   Click the "Amend Grant" button.
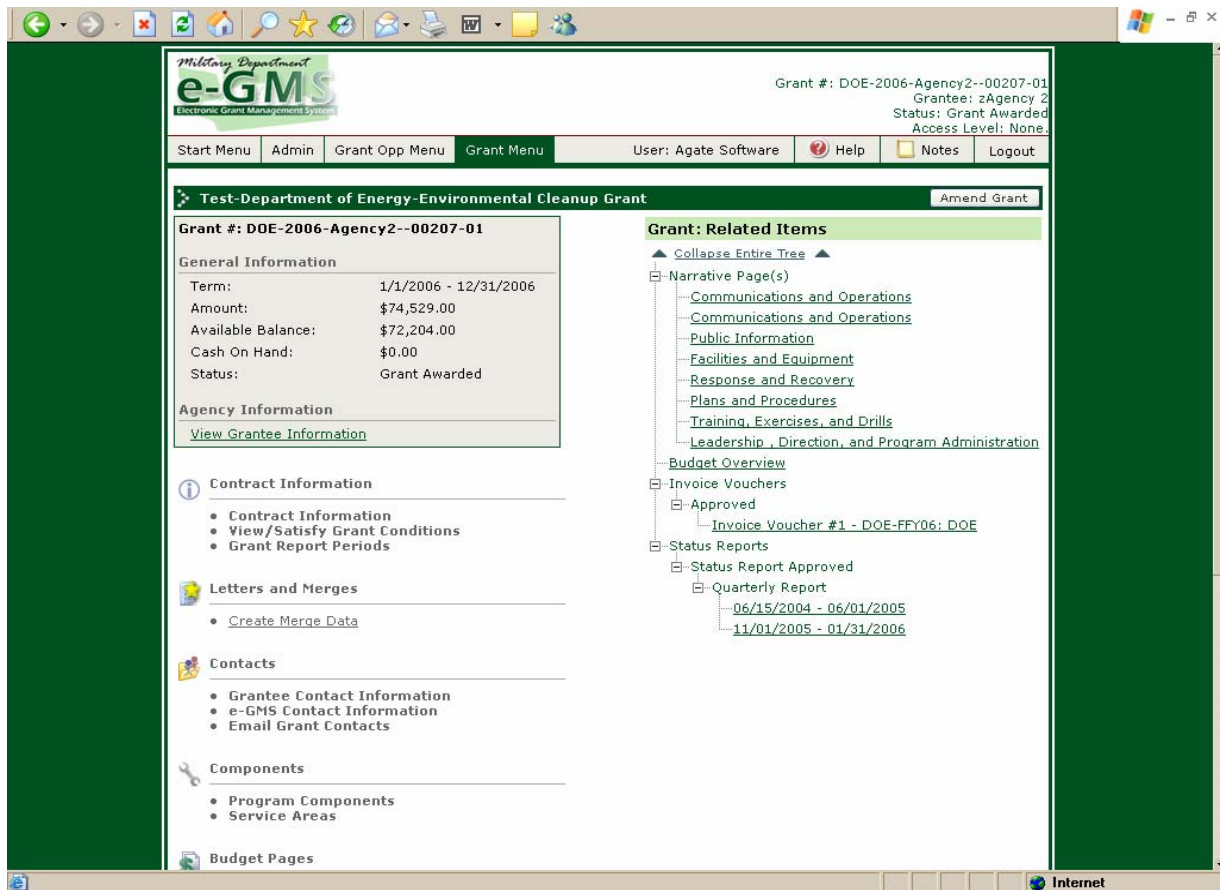
Figure 2

3) A pop-up window appears asking if you are sure that you wish to amend this grant. Click "OK" to put the grant into amendment status. You will be linked to the Grant Budget Amendment Spreadsheet.
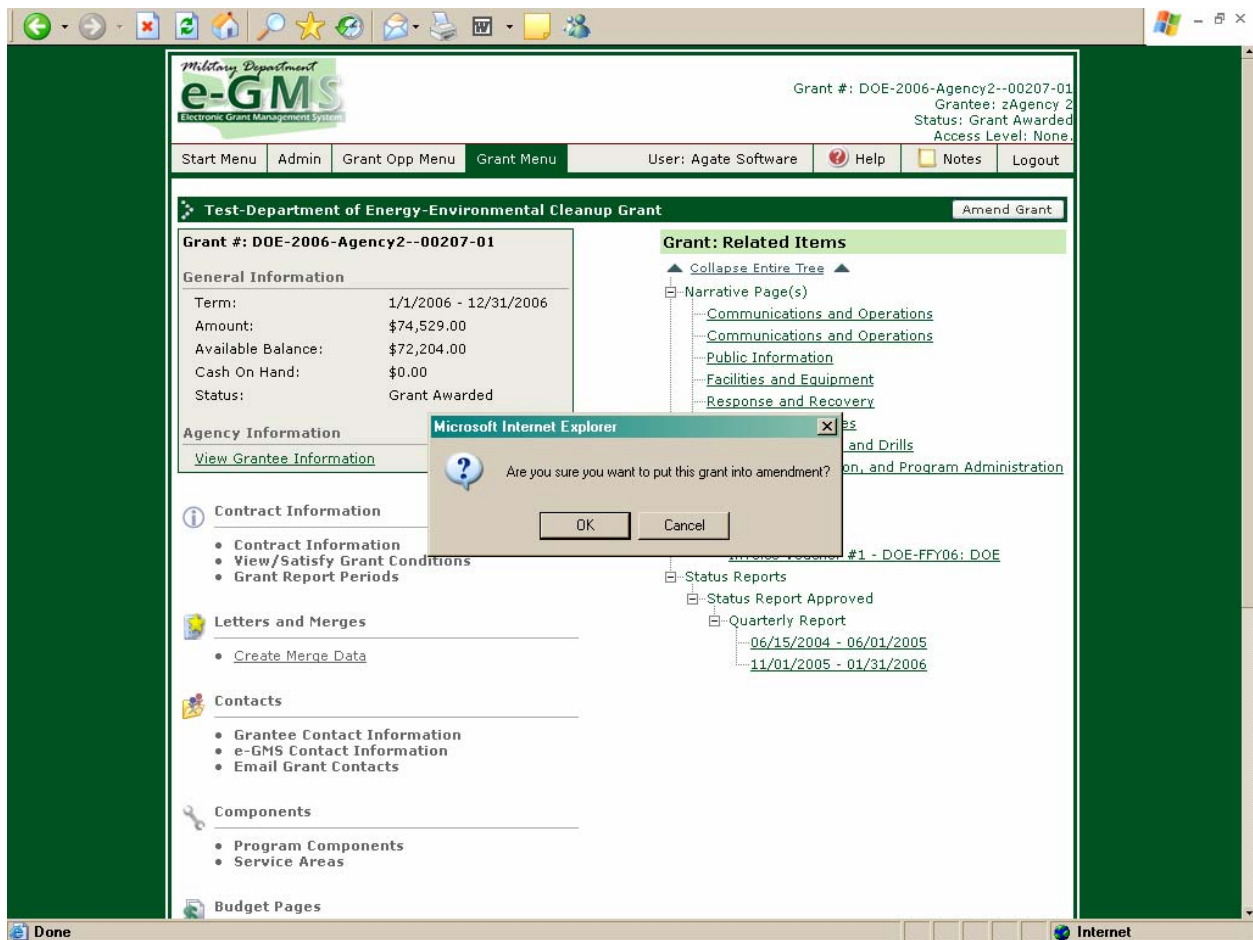

Figure 3

4) Select the sections of the grant that you wish to amend. Possible selections include the budget, contract info, narrative forms, and budget screens. Only check marked items on the screen may be changed during the amendment process.

Figure 4

5) Save your selection.
6) Edit the relevant parts of the grant on the tabbed pages under your selected items. See Figure 4, Contract Information, Narrative Pages, Budget.

Note:
• Invoice vouchers and status reports may still be created and submitted while a grant is in amendment. Invoice Vouchers link to the most recent "approved" budget for the grant.
• e-GMS automatically checks for amounts currently paid and awarded to ensure that funding does not exceed changes made during an amendment.

1.a.1　Canceling a Grant Amendment

If you wish to cancel a grant amendment before submission for any reason, click Cancel Grant Amendment on the Grant Budget Amendment Spreadsheet. The values that were changed (if any) will return to the state that they were in before they were put into amendment. See Figure 4.

1.a.2　Submitting a Grant Amendment

After all changes have been made, error checking has been run, and you wish to submit the amended grant, click Submit Amended Grant. See Figure 4. You will be asked if you are done modifying this grant. If you are ready, click "OK" to continue. The status of the grant will change to "Grant Amendment Review Required" (by the Program Manager).

You will be returned to the Grant Menu. Notice that there is a button in the upper right-hand corner labeled "View Amendment". Clicking this button will take you the Grant Budget Amendment Spreadsheet where you can view the changes for the amendment. You may not edit the amended grant until it has been approved by your Program Manager.

The section below pertains to Program Managers ONLY

1.b.　Approving a Grant Amendment

The approval process for a grant amendment follows the same process as the approval process for applications. The Program Manager will have the ability to review a grant amendment and either approve the amendment, reject the amendment, or send the amendment back with modifications. The approval process may also be voted on by members of a Review Team. The system allows the Review Team Members to attach comments on pages that require modification.

To being reviewing and potentially voting on a grant amendment:
1) From the Start Menu, click the hyperlinked grant number of the grant if it appears in your task treeview in the "Grants" section under "Grant Amendment Review Required".
2) Click the "View Amendment" button. Using the checked components as reference for what was amended for this grant, navigate through the tabs at the bottom of the screen and review the content of the amendment.
3) To continue voting on the grant amendment, in the Purpose of Amendment table at the top of the screen locate the buttons for "Accept", "Reject", and "Modifications Req'd".
3.1)　If you wish to approve the grant amendment, click the "Approve" button. Click "OK".
3.2)　If you wish to reject the grant amendment, click the "Reject" button. Click "OK".
3.3)　If modifications need to be made to the grant amendment, click the "Modifications Req'd" button. A window will appear asking for comments regarding the modifications you are requesting. Complete the textbox and click "OK".

Once you have made your selection, the grant will be removed from your treeview (if applicable). Also, if the grant must be approved by others, the user or users now have the opportunity to vote on the amendment.

If the grant amendment is rejected, the status will change to "Grant Amendment Rejected". Another amendment may be started, but that user will need to re-enter any amendment information.

If modifications are requested, the status will change to "Grant Amendment Modifications Required" and the person who initially worked on the grant amendment and submitted the amendment will need to modify the amendment as directed and then submit the changes.

If the grant amendment is approved, the status will stay at "Grant Amendment Approval Required" until all of the proper individuals have voted on and ultimately approved the amendment. Once the final person has approved the amendment, the status of the grant will change to "Grant Amended".